



HVS Restaurant Management & Advisory Services Food & Beverage Back of House Audit Form

Location: _____

Site Visit Dates: ____/____/____ to

Site Visit Dates: ____/____/____

Management Team

General Manager: _____

F&B Director: _____

F&B Manager: _____

F&B Manager: _____

Executive Chef: _____

Sous Chef: _____

Evaluator: _____

Overall Comments:

<i>EXPEDITOR AREA</i>	<i>YES</i>	<i>NO</i>	<i>N/A</i>	<i>REMARKS</i>
Counter / Front of line area clean, organized, stocked, maintained				
Shelving clean, stocked, organized, maintained				
Bread warmer clean, stocked, maintained, correct temperature, correct humidity				
Tongs / Hot pads in use				
Spoons / Utensils clean, stored correctly, stocked				
Serving trays clean, stocked, maintained, sanitized				
Tray stands clean, maintained				
Bus tubs / Clearing station area clean, organized, correctly set up, stocked, maintained				
Trash cans and area clean, maintained				
Linen containers clean, linen sorted properly, maintained				
To go items stored correctly, stocked, clean				
Sanitizing solution in place, labeled, correct mixture				

<i>SERVICE STATIONS</i>	<i>YES</i>	<i>NO</i>	<i>N/A</i>	<i>REMARKS</i>
Counters / Shelves / Equipment clean, stocked, organized, maintained				
Guns and holders clean, maintained, brix at correct level, carbonator correctly set				
Tea brewers clean, stocked, maintained, sanitized				
Coffee Brewer / Warmers clean, maintained, sanitized				
Coffee pots / Tea pitchers / water pitchers clean, stocked, polished, maintained				
Coffee mugs / Glassware clean, stocked, no chips or cracks				
Silver ware clean, organized, stocked, polished, well maintained				
Terminals clean, maintained, protective cover in place as necessary				
Sanitizing solution in place, labeled, correct mixture				
High Chairs/Booster seats clean, stored properly, maintained				

WARE WASHING	YES	NO	N/A	REMARKS
Floors clean, dry, non-greasy, maintained				
Ceiling / Walls / Vents, clean, maintained				
Shelving clean, rust-free, maintained				
Pre-rinse, breakdown tables clean, organized, maintained				
Pre-rinse sprayer clean, maintained, no leaks				
Dish machine clean, maintained, temperatures correct				
Chemicals full, metering correct, test paper available				
Dishes clean, no deposits, little spotting				
Trash cans clean, in good repair, liners used				
Compartment sinks clean, maintained, correct set-up				
Hand sink clean, stocked, labeled, maintained				
Sanitizing solution in place, labeled, correct mixture				

<i>STORAGE AREAS</i>	<i>YES</i>	<i>NO</i>	<i>N/A</i>	<i>REMARKS</i>
Floors clean, dry, maintained				
Ceilings / Walls / Vents clean, maintained				
Shelving clean, labeled, maintained				
All items stored 6" off of floor, nothing stored too high, heavy items stored low, correct storage containers				
Lighting and HVAC working, correct levels, bulbs covered				

WALK-INS/FREEZER/ICE MACHINES	YES	NO	N/A	REMARKS
Floors clean, dry, maintained				
Ceilings / Walls / Doors / Gaskets clean and maintained				
Lighting clean, covered, working, correct level				
Evaporator fans & coils clean and maintained				
Internal temperature correct, thermometer working				
Shelving clean, maintained, rust-free, 6" off floor				
Items labeled, dated, stored correctly, rotated, in proper containers, heavy items low				
Raw meats stored separately, below all other items				
All food temperatures below 45 degrees				
Ice scoop stored correctly				
Ice machine free of mildew				
Ice machine seals clean, maintained				
Ice machine door closed				

<i>PREP AREA(S)</i>	<i>YES</i>	<i>NO</i>	<i>N/A</i>	<i>REMARKS</i>
Floors clean, dry, maintained				
Ceiling / Vents / Walls clean and maintained				
Shelving clean, labeled, organized, maintained				
Utensils clean, sanitized, maintained				
Ovens clean, maintained, correct temperature, working thermometer				
Steamer clean, maintained				
Hoods / Filters clean, maintained, proper air flow				
Ansul system nozzles clean, covered, maintained, inspection up to date				
Hood lights covered and working				
Mixer clean and maintained, guards in place				
Stove / Six – Burner / Flat top clean, correct color flame, maintained				
Holding units clean, maintained, correct temperature, has working thermometer				
Prep tables clean and maintained				
Cutting boards clean, in good repair, no odor				
Knives clean, sharp, maintained, stored correctly				

Can opener clean, maintained				
Hand sink clean, maintained, stocked, labeled				
Storage bins clean, maintained, labeled				
Prep sinks clean, maintained, no drips				
Steam jacketed kettles / Woks clean, maintained				
Other equipment clean, working properly, maintained				
Sanitizing solution in place, labeled, correct mixture				

<i>COOK LINE</i>	<i>YES</i>	<i>NO</i>	<i>N/A</i>	<i>REMARKS</i>
Floors clean, dry, maintained				
Ceiling / Vents / Walls clean, maintained				
Hoods / Filters clean, maintained, proper air flow				
Ansul system nozzles clean, covered, maintained, inspection up to date				
Hood lights covered and working				
Shelving clean, stocked, organized, maintained				
_____ Refrigerator interior clean, exterior clean, temperature correct, working thermometer, equipment maintained, items stored properly				
_____ Refrigerator interior clean, exterior clean, temperature correct, working thermometer, equipment maintained, items stored properly				
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_____ Refrigerator interior clean, exterior clean, temperature correct, working thermometer, equipment maintained, items stored properly				
Warming units clean, maintained, correct temperature, working thermometer				
Ovens clean, maintained, correct temperature, working thermometer				
Mesquite / Grill / Char broiler clean, maintained, correct temperature flame, grates clean, knobs in place				

Microwave clean, maintained, can read settings				
Steam table clean, working properly, maintained, temperature correct (185), water at correct level				
Fryers clean, maintained, temperature calibrated, oil clean				
Heat bars / lamps clean, maintained, working				
Plate ware clean, adequately stocked, warmed, in good condition				
Utensils clean, sanitized, stocked, in good repair				
Hand sinks clean, labeled, stocked, maintained				
Sanitizing solution in place, labeled, correct mixture				

<i>EXTERIOR</i>	<i>YES</i>	<i>NO</i>	<i>N/A</i>	<i>REMARKS</i>
Parking lot clean and maintained				
Dumpster area clean, no grease stains, gate closed, free of odor				
Dock area clean, maintained				
Grease trap clean, closed, free of odor				
Sidewalks clean, maintained, no stains, no gum				
Building façade, windows, doors clean, maintained				
Signage clean, maintained, timer settings correct				
Lighting clean, maintained, aimed, timer settings correct				
Landscape clean, living, maintained, no trash				
Employees parking in designated areas				
Patios/tables/chairs/umbrella – clean/good repair				